King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Classification**	
6.01.002 **Classification Reviews**	Approved By:	Director W. Hayes
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Policy

It is the policy of the department that regularly scheduled reviews are held to confirm an inmate's security status and housing assignment; to determine and assure programming eligibility; to maximize the use of space, and to hold inmates in the least restrictive housing possible.

References

WAC: 289-16-230 Custodial Care Standards—Operations; Classification/Segregation

Definitions

Scheduled Reviews: Reviews that are planned and held on a particular date.
Unscheduled Reviews: Unplanned reviews resulting from behavior, change in charge status, updated security level, change in special needs, or other miscellaneous circumstances.
Normal Reviews: Reviews conducted at 30-day intervals, beginning after the inmate has completed 30 days of incarceration. PREA reassess the inmate's risk of victimization or abusiveness not to exceed 30 days from each inmate's arrival at a facility, following intake screening and upon transfer to another facility.

Procedure

Corrections Program Specialists (CPS) shall schedule reviews and document the reviews in the Classification file. Reviews shall be recorded as a **Complete Review** or a **Partial Review**.

1. **Complete Review:** Includes face-to-face contact with an inmate, and an update of all inmate classification records for currency of information.
2. **Partial Review:** Addresses a specific issue or issues, does not include a review and update of the inmate's complete classification records, or does not include face-to-face contact with the inmate to determine his or her well-being.